

**I. Small Business Economic Development Advocacy (SBEDA) Program API's Applied:**

- **M/WBE Subcontracting Program** - **14%** must be subcontracted to certified M/WBE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
- **AABE Subcontracting Program** - **1%** out of the 14% M/WBE subcontracting requirement must be subcontracted to certified AABE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
  - ◆ All M/WBE(s) and AABE(s) must also be certified as a SBE
- Respondents must demonstrate their commitment to meeting the subcontracting requirements by submitting a signed **Subcontractor/Supplier Utilization Commitment Form** with their response
  - ◆ Failure to submit a signed Subcontractor/ Supplier Utilization Commitment Form will deem the response NON-RESPONSIVE
- ***SBE or M/WBE Prime participation does NOT count toward the Subcontracting requirements***

**II. Eligibility Criteria**

- Certified through the South Central Texas Regional Certification Agency (SCTRCA) as: **SBE** and **MBE/WBE** (AABE/ABE/HABE/NABE/WBE)
- Headquartered in the SAMSA or demonstrate "significant business presence" in the SAMSA (20% of total company employees regularly based in the SAMSA for at least one year) (SAMSA counties are: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson)
- SBEDA staff can assist with priority certification while solicitation is open

**III. Waivers & Exceptions**

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation response
  - ◆ Form is available at: <http://www.sanantonio.gov/SBO/Forms.aspx>
  - ◆ Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
  - ◆ Please refer to the Good Faith Effort Tips Sheet for SBEDA waiver for additional information on how to complete a *Respondent/Vendor Subcontracting Waiver* :  
<http://www.sanantonio.gov/Portals/0/Files/SBO/Forms/GFETips07232013FinalVersion.pdf>

**IV. Central Vendor Registry (CVR) / San Antonio eProcurement System (SAePS)**

- All contractors/consultants (Prime or Sub) wishing to do business with the City must first register in the CVR / SAePS
- To begin the registration process, please go to: <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118

**V. COSA Vendor Listing**

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx> to view or to download a listing of certified and non-certified vendors registered with the City.

**For questions regarding SBEDA requirements, contact Ruben A. Flores at (210) 207-3923 or the Economic Development Department at 207-0071**